

MS Access - Formatting Forms and Reports



[Formatting Forms and Reports](#)

[Formatting Fonts with the Formatting Toolbar](#)

[Changing Text Alignment](#)

[Using AutoFormat](#)

[Changing Colors](#)

[Applying Special Effects](#)

[Using the Format Painter](#)

[Adding Pictures and Lines](#)

[Aligning Controls with One Another](#)

[Changing a Control's Formatting Properties](#)

[Review](#)

Formatting Forms and Reports



TASK: APPLY FORMATTING OPTIONS TO EXISTING FORMS AND REPORTS

Prerequisites

- How to use menus, toolbars, dialog boxes, and shortcut keystrokes.
- How to open and modify forms and reports in Design View.

Forms and reports created with a Microsoft Access Wizard are informative and functional but they are rarely well designed. Some of the forms and reports set up by the wizard are even downright ugly. Don't worry; this tutorial will help you fix the design of your forms and reports.

This tutorial guides you through the process of creating sharp-looking forms and reports that have colorful fonts, neat-looking borders, even controls with 3-D effects. This tutorial explains how to format your forms and reports to make them more visually attractive and easier to read. You will learn how to change the appearance, size, and color of fonts and how to align text inside a control. This tutorial also describes how you can add pictures and graphics to your forms and reports.

Formatting Fonts with the Formatting Toolbar

 **Figure 9-1. The Formatting toolbar**

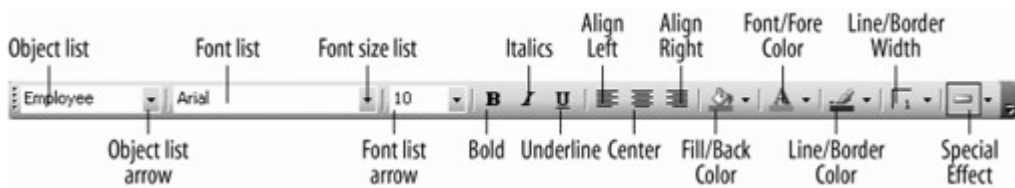


Figure 9-2. The steps for changing font size.



You can emphasize text on a form or report by making the text darker and heavier (bold), slanted (italics), larger, or in a different typeface (or font). [Table 9-1](#) shows examples of common font types and sizes. The Formatting toolbar makes it easy to apply character formatting. The Formatting toolbar includes buttons for applying the most common formatting options.

1. Start Microsoft Access, open the Lesson 9 database, click the Reports icon in the Objects bar, and double-click the rptTourSales report.

Access displays the rptTourSales report in Print Preview. A quick look at this report is all you need to realize that the could use a few remedial graphical design classes. Fortunately, a little moving, resizing, and formatting will fix all of the report's design problems.

2. Click the View button on the Print Preview toolbar to switch to Design view.

In order to format a control, you must first select it. The TourName text box in the TourName Header needs to stand out a little more from the rest of the report.


3. Click the TourName text box control in the TourName Header to select it.

Handles appear around the text box control, indicating that the control is selected. Once you have selected a control, you can format it.

4. Click the Font list arrow on the Formatting toolbar (see [Figure 9-1](#)), then scroll to and select Arial from the list of .

The text in the TourName text box control appears in Arial font. Arial and Times New Roman are two of the most commonly used in Windows.

You can also use the Formatting toolbar to change the size of a font. Font sizes are measured in points (pt.), which are 1/72 of an inch. The larger the number of points, the larger the font.

5. With the TourName text box still selected, click the Font Size list arrow () on the Formatting toolbar and select 14, as shown in [Figure 9-2](#).

The TourName text box appears in a larger font size (14-point type instead of the previous 11-point type). Wow! That font formatting really makes the title stand out from the rest of the report, doesn't it?

Note: When you change a control's font size, you will often have to resize the control so that it can properly display its contents.

All the column-heading labels in the Page Header section need to be emphasized as well. You could select and format each label individually, but it's much faster to select and format all of them at the same time. If the controls you want to format are arranged along a horizontal line, you can click to the left of the controls, in the vertical ruler, to select all of them.

6. Select all the labels in the Page Header section by clicking in the vertical ruler to the left of the TourName label.

Access selects everything to the right of where you clicked the mouse. Let's apply boldface formatting to the selected text labels.

7. Click the Bold button on the Formatting toolbar.

The selected controls appear in bold.


8. Click the Save button to save your changes to the report.

Table 9-1. Examples of Common Font Types and Sizes

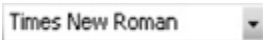
Common Font Types	Common Font Sizes
Courier	8 point
Garamond	10 point
Helvetica	12 point
Times New Roman	14 point

Reference

TO CHANGE FONT SIZE:

- SELECT THE CONTROL AND SELECT THE PT. SIZE FROM THE  FONT SIZE LIST ON THE FORMATTING TOOLBAR.

TO CHANGE FONT TYPE:

- SELECT THE CONTROL AND SELECT THE FONT FROM THE  FONT LIST ON THE FORMATTING TOOLBAR.

TO FORMAT TEXT WITH BOLD, ITALICS, OR UNDERLINING:

- SELECT THE CONTROL AND CLICK THE BOLD, ITALIC, OR UNDERLINE BUTTON ON THE FORMATTING TOOLBAR.



Changing Text Alignment

 **Figure 9-3. Examples of different alignment options.**



Figure 9-4. The alignment buttons on the toolbar only affect how text is aligned inside a control. You have to manually align a control to the left, center, or right of a form or report by clicking and dragging.

The alignment buttons align the text inside of a control...
...not how the control is aligned on the form or report.



This lesson explains how to align a control's text to the left, center, or right.

[Figure 9-3](#) gives a better idea of what the various alignments look like.

Alignment only affects what's inside of a control: If you apply center formatting to a text box, Access will center the text inside the text box; it won't center the text box control on the form or report, as shown in [Figure 9-4](#). If you want to align a control to the left, center, or right of a form or report, you'll have to do it the old-fashioned way by clicking and dragging the control.

1. Make sure that the rptTourSales report is open in Design view.

Again, you first need to select the control you want to format.

2. Select the Date text label in the Page Header and click the Center button on the Formatting toolbar.

Access centers the text inside the Date text label. Easy, isn't it? Let's try one more control.

3. Click the TourName text label in the Page Header and click the Align Right button on the Formatting toolbar.

Access right-aligns the text inside the TourName text label.

4. Click the Save button to save your changes to the report.

Table 9-2 shows the alignment formatting buttons on the formatting toolbar.




Reference

TO CHANGE TEXT ALIGNMENT:

- SELECT THE CONTROL AND CLICK THE ALIGN LEFT, CENTER, OR ALIGN RIGHT BUTTON ON THE FORMATTING TOOLBAR.

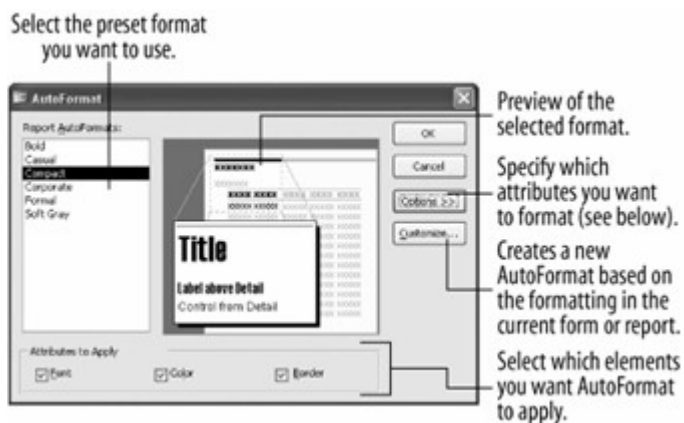


Table 9-2. Alignment Formatting Buttons on the Formatting Toolbar

Button Name	Example	Formatting
	Left	Aligns text to the left side of the control.
	Center	Centers text in a control.
	Right	Aligns text to the right side of the control.

Using AutoFormat


 **Figure 9-5. The AutoFormat dialog box**



You've just finished creating a report using the when you suddenly realize that you hate how it looks! Don't worry you can apply a new design to your forms and templates at any time with the command. is a built-in collection of formats such as font sizes, patterns, and alignments you can quickly apply to a form or report. is a great feature if you want your forms and reports to look sharp and professional but don't have the time to format them yourself.

1. Make sure the rptTourSales report is open in Design view.

Here's how to format a report using :

2. Click the  button on the Report Design toolbar.

The AutoFormat dialog box appears, as shown in [Figure 9-5](#). The present formats are listed in the AutoFormat list. Yep, they're the same choices as you get in the Report or . You can see what a format looks like by selecting it and looking at the sample area in the dialog box.

3. Click the Options button.

The AutoFormat dialog box expands to show three check boxes. You can control the type of formatting that is applied by checking or unchecking any of the boxes. If you want AutoFormat to skip one of the formatting categories, simply uncheck the appropriate box.

4. Select the Compact option from the Report AutoFormats list and click OK.

The dialog box closes, and the report is formatted with the Compact formatting option.

5. Click the Save button to save your changes and then click the Close button to close the rptTourSales report.

Reference

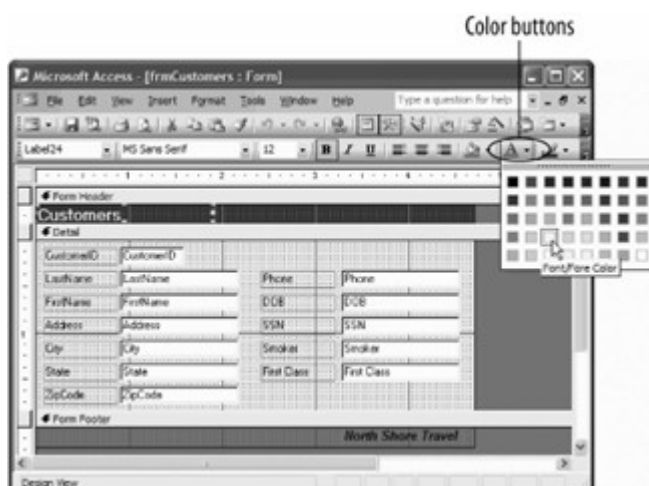
TO FORMAT A FORM OR REPORT WITH AUTOFORMAT:

1. DISPLAY THE FORM OR REPORT YOU WANT TO FORMAT IN DESIGN VIEW.
2. CLICK THE AUTOFORMAT BUTTON ON THE REPORT DESIGN TOOLBAR.
3. SELECT ONE OF THE AUTOFORMATS FROM THE LIST AND CLICK OK.



Changing Colors

 **Figure 9-6. Use the to apply color to the text, background, and border of a control.**



In this day of color, laser, and inkjet printers, and high-resolution 21-inch monitors, choosing an appropriate color for your report or form is an important formatting decision. If used tastefully, colors can make your forms and reports

look more visually attractive. You can add color to lines, text, rectangles even to the background of your headers and footers!

In this lesson, you will learn how to use the color buttons on the Formatting toolbar to apply color to your reports and forms.

1. Click the Forms icon in the Objects bar and open the frmCustomers form in Design view.




There are three color buttons on the Formatting toolbar each color button applies color to a different element. It can be a little confusing to figure out which color button to use at first, so you'll want to refer to [Table 9-3](#) until you get the hang of it.

2. Click the Customers text label in the Form Header, click the Font/Fore Color button list arrow on the Formatting toolbar, and select a yellow color, as shown in [Figure 9-6](#).

You can also apply color to the sections of a report or form.

3. Click the Form Header section divider, click the Fill/Back Color button list arrow on the Formatting toolbar, and select a dark blue color.

Table 9-3. Color Buttons on the Formatting Toolbar

Color Button	Description
	Applies color to the background of the selected control(s).
	Applies color to the text in the selected control(s).
	Applies a color or transparency to the line or border of the selected control(s).

Reference

TO CHANGE A CONTROL'S COLORS:

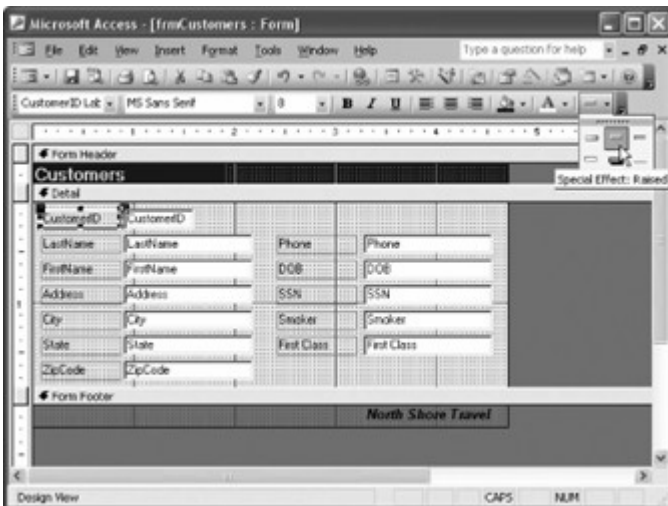
SELECT THE CONTROL AND CLICK ONE OF THE FOLLOWING
FORMATTING TOOLBAR BUTTONS:

- FILL/BACK COLOR
- FONT/FORE COLOR
- LINE/BORDER COLOR



Applying Special Effects

 **Figure 9-7. Applying a special effect to a control.**




You can apply special-effect formatting to the controls in your forms and reports to give them a polished, high-tech appearance. For example, you can give a form a three-dimensional look by applying a sunken or raised effect to its controls. Applying special-effect formatting is pretty straightforward: Simply select the controls you want to format and then select one of the six special-effect options (listed in [Table 9-4](#)) from the Special Effect button list.

1. Make sure the frmCustomers form is open in Design view.

Normally, you will want to apply special-effect formatting to both a control and its corresponding text label, so you will have to select both controls using one of the multiple-selection techniques you've (hopefully) learned.

2. Click the CustomerID text box control to select it, then hold down the Shift key as you click the CustomerID text label.

You're ready to apply a special effect to both controls.

3. Click the  Special Effect button list arrow on the Formatting toolbar and select Special Effect: Raised, as shown in [Figure 9-7](#).


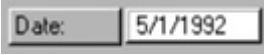

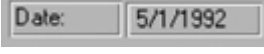

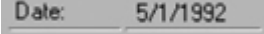
Reference

TO APPLY A SPECIAL EFFECT TO A CONTROL:

- SELECT THE CONTROL, CLICK THE SPECIAL EFFECT BUTTON LIST ARROW, AND SELECT THE DESIRED SPECIAL EFFECT.

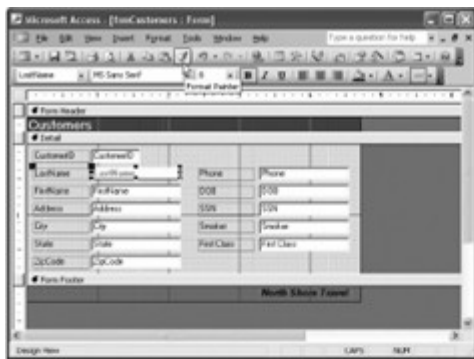


Table 9-4. Available Special-Effect Options

Special Effect	Example	Special Effect	Example
Flat		Raised	
Sunken		Etched	
Shadowed		Chiseled	

Using the Format Painter

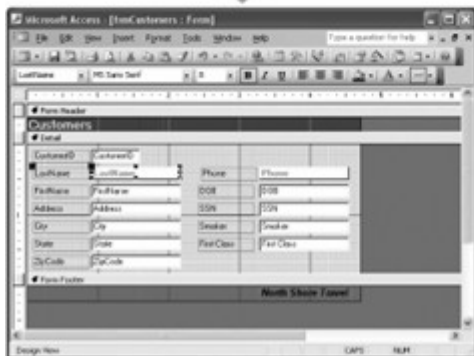
 **Figure 9-8. Use the Format Painter**



1. Select the control whose formatting you want to copy and click or double-click the Format Painter button.



2. Click the control where you want to paste the copied formatting attributes.



The copied formatting is applied to the destination control.

If you find yourself applying exactly the same formatting to several controls repeatedly, there is the tool for you. It allows you to copy the formatting attributes from one control and then apply them to another. Sound confusing? It won't once you have finished this lesson.

1. Make sure the frmCustomers form is open in Design view.

First you need to select the control whose formatting attributes you want to copy or else format a control so that you can copy its formatting and that's what we'll do in the next steps.

2. Click the LastName text box control to select it.

We want to format this control so that we can copy its formatting attributes and paste them to other controls on the form.

3. Click the Font/Fore Color button list arrow on the Formatting toolbar and select a red color, then click the Bold button on the Formatting toolbar, and finally click the Special Effect button list arrow on the Formatting toolbar and select the Raised effect.


The control is now formatted with bold red text and a raised effect.

It took some work to apply that formatting, didn't it? Now imagine you want to format all the controls on the form with the same formatting options. Instead of doing all that formatting, you can use the Format Painter tool to copy the formatting from the LastName text box control and paste or apply the copied formatting to the other controls on the form. First, you need to select the control with the formatting you want to copy and then do one of the following:


- Single-click the Format Painter button: Copy and apply the formatting to a single control.
- Double-click the Format Painter button: Copy and apply the formatting to multiple controls. Click the Format Painter button when you're finished pasting the formatting.


Since we want to paste the LastName text box control's formatting to several controls, we'll double-click the Format Painter button.

4. With the LastName text box control still selected, double-click the Format Painter button on the toolbar, as shown in [Figure 9-8](#).

Notice that the pointer changes to a . Next, you need to paste, or apply the copied formatting.

5. Click the Phone text box control with the Format Painter (.

The Format Painter applies the copied formatting to the Phone text box control, saving you some time and work from manually formatting the control. Since we double-clicked the Format Painter, the pointer remains a  so that we can paste the copied formatting to multiple controls.

6. Click the FirstName text box control with the ().

When you're finished with the Format Painter, click the Format Painter button to switch the pointer back to an ordinary selection arrow.

7. Click the Format Painter button on the Formatting toolbar to stop pasting formatting attributes.

You're finished with this lesson so...

8. Click the Close button to close the frmCustomers form and click No to close without saving your changes.

Reference

TO COPY FORMATTING WITH THE FORMAT PAINTER:

1. SELECT THE CONTROL WITH THE FORMATTING OPTIONS YOU WANT TO COPY.
2. CLICK THE FORMAT PAINTER BUTTON ON THE TOOLBAR.
3. SELECT THE CONTROL WHERE YOU WANT TO APPLY THE COPIED FORMATTING.

TO COPY SELECTED FORMATTING TO SEVERAL LOCATIONS:

1. SELECT THE CONTROL WITH THE FORMATTING OPTIONS YOU WANT TO COPY.
2. DOUBLE-CLICK THE FORMAT PAINTER BUTTON.
3. SELECT THE CONTROLS WHERE YOU WANT TO APPLY THE COPIED FORMATTING.
4. CLICK THE FORMAT PAINTER BUTTON WHEN YOU'RE FINISHED.



Adding Pictures and Lines

 **Figure 9-9. Inserting a picture into a report.**

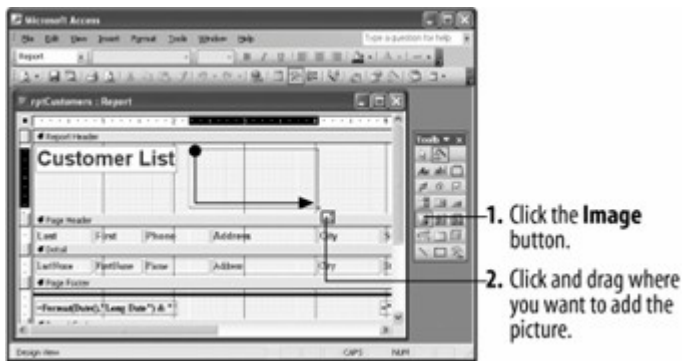
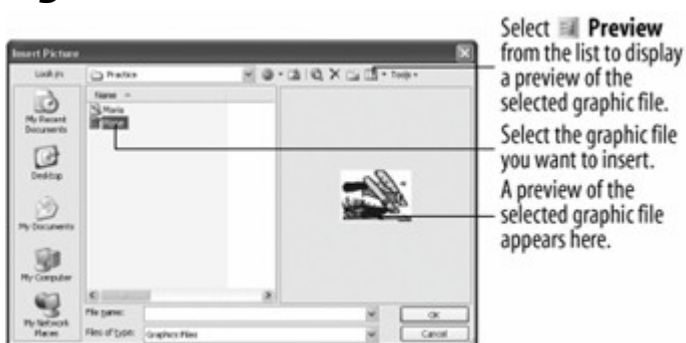



Figure 9-10. The Insert Picture dialog box





Pictures, , and illustrations can make your reports more professional looking. This lesson explains how to insert clip art and graphics in your reports. You can insert graphics and created with graphics programs such as Microsoft Paint (which comes with Windows), scanned pictures, or graphics from a clip-art library.

1. Make sure that you have the rptCustomers report open in Design view.

Here's how to insert a picture or graphic onto a report (this works for forms too!):

2. Click the  Image button on the Toolbox.

The pointer changes to a . You use this pointer to determine where you want to place the image.

3. Click and drag the  pointer in the Report Header section down and to the right about an inch and a half, as shown in [Figure 9-9](#).

As soon as you finish clicking and dragging, the Insert Picture dialog box appears, as shown in [Figure 9-10](#). You need to specify the name and location of the graphic file you want to insert.

4. Browse to your Practice folder.

All the graphic files located in your Practice folder appear in the file window.


5. Select the Plane file.


You can display a preview of the graphic in the right side of the Insert Picture dialog box by clicking the  list and selecting Preview.



6. Click OK to insert the Plane graphic.


Access inserts the plane picture on the report.

Reports with lots of information can sometimes be difficult to read. You can add vertical and/or horizontal lines to make your reports more organized.

7. Click the  Line button on the Toolbox.

The pointer changes to a  line-draw tool. Unless you actually want to draw a diagonal line, hold down the Shift key as you click and drag to draw a straight line.

8. Position the  pointer in the far left side of the top of the Detail section (just above the LastName text box). Hold down the Shift key, then click the mouse and drag the  pointer to the far right edge of the report.

More than likely your screen will not be wide enough to display the entire report don't worry, simply drag the  pointer past the right edge of the screen to automatically scroll to the right.

Tip: If you want to add a control, such as a line, that is larger than the current screen width, simply click and drag the pointer past the edge of the screen.

Let's see how our report looks.

9. Click the View button to view the report in Print Preview.

Notice that the line you added appears not once but under every record! That's because you added the line to the report's Detail section, which prints for every record in the report.

10. Click the Close button to close the report and click Yes to save.


You can also use this technique to add pictures to your forms. [Table 9-5](#) lists some of the types of graphic that you can use in Access.

Table 9-5. Common Graphic File Formats


Format	File Size	Description
BMP	Large	Also known as a bitmap, this is a generic graphics format used by Paintbrush and many other programs.
CGM	Small	Clip-art pictures often come in Computer Graphics Metafile format.
GIF	Small	Picture file format commonly used on the Internet.
JPG	Small	Digital photographs are usually saved as JPEG files. Because of their small size, JPEG files are also commonly used on the Internet.
WMF	Small	Another file format used for clip-art pictures
TIF	Large	A file format used by scanners, fax programs, and some drawing programs.

Reference

TO INSERT A GRAPHIC:

1. CLICK THE IMAGE BUTTON ON THE TOOLBOX.
2. MOVE THE  POINTER ONTO THE FORM OR REPORT, THEN CLICK AND DRAG TO DRAW A RECTANGLE PLACEHOLDER FOR THE GRAPHIC.
3. SELECT THE GRAPHIC FILE YOU WANT TO INSERT AND CLICK OK.

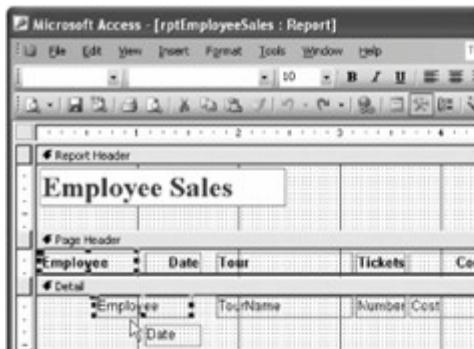
TO DRAW A LINE:

1. CLICK THE LINE BUTTON ON THE TOOLBOX.
2. MOVE THE  POINTER ONTO THE FORM OR REPORT, THEN CLICK AND DRAG TO DRAW THE LINE.
3. HOLD DOWN THE SHIFT KEY AS YOU DRAG TO DRAW A STRAIGHT LINE.

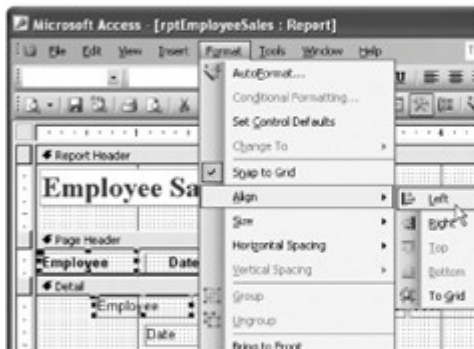


Aligning Controls with One Another

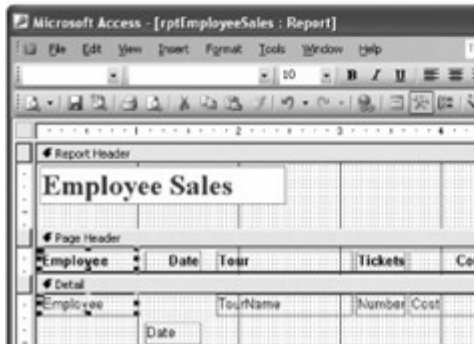
 **Figure 9-11. The steps for with one another.**



1. Select the controls you want to align by holding down the <Shift> key as you click each control.



2. Select Format → Align from the menu and select an alignment option.




The objects are aligned with one another.

Forms and reports that have controls scattered randomly about them look terrible. The **Align** command, located under the **Format** menu, aligns controls relative to one another. You can align controls so that they are lined up with one another or spaced equally apart from one another. This lesson will give you some practice with the **Align** command.

1. Open the rptEmployeeSales report in Design view.

Someone sure was sloppy when creating this report its controls are all over the place! You could manually move the controls and align them with one another by using the mouse and eyeballing it, but that would require a lot of time, and (unless you have eyes like a hawk) it would be difficult to align the controls perfectly. Instead, we'll align the controls using the **Align** command.

First you need to select the controls you want to align with one another. There are three ways to select more than one control:

- Press and hold down the Shift key as you click each control that you want to select.
 - Use the arrow pointer  to draw a box around the controls that you want to select. Point to a location above and to the left of the controls that you want to select, and click and drag the mouse down and to the right until the box surrounds all the controls. When you release the mouse button, all the controls in the box will be selected. The disadvantage of this method is that it's not as selective as using the Shift + click method.
 - If the controls you want to select are aligned along a horizontal line, click to the left of the object in the vertical ruler to select every control to the right of the ruler.
2. Hold down the Shift key as you select the Employee text label and Employee text box control as shown in [Figure 9-11](#).

Now you can align the selected controls with each another. Here's how:

3. Select Format → Align → Left from the menu.

The Employee text box control is left-aligned with the Employee text label.

Next let's try vertically aligning two controls the procedure is almost the same.

4. Hold down the Shift key as you select the Employee text box control and Date text box control.

Now let's vertically align the controls with each other.

5. Select Format → Align → Top from the menu.

Access vertically aligns the two controls with each other.

You can also quickly adjust the amount of horizontal or vertical space between controls by selecting the controls and then selecting a command

from either the Horizontal Spacing or Vertical Spacing submenu under the Format menu.

Move on to the next step and we'll adjust the amount of space between the controls on the report.

6. Hold down the Shift key as you click the vertical ruler to the left of the text labels in the Page Header. Keep holding the Shift key and click the vertical ruler to the left of the fields in the Detail section.

You've selected all the text labels in the Page Header and all the fields in the Detail section. Here's how to adjust the spacing between the selected controls with just a few quick clicks of the mouse.

7. Select Format → Horizontal Spacing → Make Equal from the menu.

Access evenly distributes the selected controls.

8. Click and drag the Page Footer divider up to reduce the amount of empty space in the Detail section.

You're finished!


9. Click the Close button and then Yes to close the form and save your changes.

Reference

TO SELECT MULTIPLE CONTROLS:

- PRESS AND HOLD DOWN THE SHIFT KEY AS YOU CLICK EACH OBJECT THAT YOU WANT TO SELECT.

OR...

- USE THE ARROW POINTER () TO DRAW A BOX AROUND THE OBJECTS THAT YOU WANT TO SELECT.

OR...

- IF THE CONTROLS ARE ALIGNED ALONG A HORIZONTAL OR VERTICAL LINE, CLICK THE HORIZONTAL OR VERTICAL RULER ABOVE OR TO THE LEFT OF THE CONTROLS.

TO ALIGN OBJECTS WITH EACH OTHER:

1. FOLLOW THE ABOVE STEPS TO SELECT THE OBJECTS YOU WANT TO ALIGN.
2. SELECT FORMAT → ALIGN AND SELECT AN ALIGNMENT OPTION FROM THE MENU.




Changing a Control's Formatting Properties

 **Figure 9-12. Changing a line's Formatting Properties.**



The Formatting toolbar is great for quickly applying the most common formatting options to the controls on your forms and reports, but it doesn't offer every formatting option available. To see and/or use every possible formatting option, you need to view the control's Formatting Properties. Each type of control has its own set of formatting properties; for example, a line control has a Border Style property, which determines if the line should be solid, dashed, or dotted.

To display the Formatting Properties for a control, do one of the following:

- Select the control and click the  Properties button on the toolbar.
- Right-click the control and select Properties from the shortcut menu.
- Double-click the control.
- Select the control and select View → Properties from the menu.

...and then click the Format tab if necessary. The more common Formatting Properties are listed in [Table 9-6](#). You might want to review the Working with Tables and Fields tutorial as well, which contains information on formatting fields.

This lesson will give you some practice working with a control's Formatting Properties.

1. Make sure that you have the rptTourSales report open in Design view.

For this exercise, we'll view and change the Formatting Properties of the dark red line in the report's Page Header.

2. Click the dark red line in the Page Header to select it, then click the Properties button on the toolbar. Click the Format tab if necessary.

The Formatting Properties for the red line appear. There's not much to an ordinary line, so its Formatting Properties are rather limited. One Formatting Property that we can change is the line's Border Style property.

3. Click in the Border Style box, click the arrow, and select Dashes from the list, as shown in [Figure 9-12](#).

The line changes from a solid line to a dashed line. Let's make one more formatting change while the Properties dialog box is still open.


4. With the line still selected and the Properties dialog box still open, click the Border Width list arrow and select 5 pt from the list.

The width of the line changes to three five points.

5. Exit Microsoft Access without saving any of your changes.

Table 9-6. Common Formatting Properties

Property	Description
Format	Customizes the way numbers, dates, times, and text are displayed.
Decimal Places	Determines the number of decimal places displayed (for numeric values).
Visible	Shows or hides a control. Useful if you want to use information on a form without it being visible.
Hide Duplicates	Hides a control on a report when its value is the same as in the preceding record. For example, on a report listing suppliers and their products, each supplier's name can appear once for each group of products, rather than once for each product.
Can Grow	Determines if a control on a report expands vertically when printed to fit text.
Can Shrink	Determines if a control on a report shrinks vertically when printed to eliminate blank lines.
Left	Determines the horizontal position of a control.

Property	Description
Top	Determines the vertical position of a control.
Width	Determines the width of a control.
Height	Determines the height of a control.
Back Color	Determines the color of a control. Click the  button to select a color from a palette.
Special Effect	Applies the specified 3-D effect to the control.
Border Style	Determines the line style of a control's borderselect from transparent lines, solid lines, dashed lines, etc.
Border Color	Determines the color of a control's border.
Border Width	Determines the width of a control's border (in points).
Fore Color	Determines the color of text in a control or the fill color of a drawing object.
Font Name	Determines the font used in a control (such as Arial or Times New Roman).
Font Weight	Determines the thickness (boldface) of text in a control.
Font Italic	Determines whether text in a control appears in italics.
Font Underline	Determines whether text in a control is underlined.
Text Align	Determines how text should be aligned in a control.

Reference

TO FORMAT A CONTROL USING THE PROPERTIES DIALOG BOX:

1. DISPLAY THE FORM IN DESIGN VIEW.
2. SELECT THE CONTROL AND CLICK THE PROPERTIES BUTTON ON THE TOOLBAR.

OR...

RIGHT-CLICK THE CONTROL AND SELECT PROPERTIES FROM THE SHORTCUT MENU.

OR...

SELECT THE CONTROL AND SELECT VIEW → PROPERTIES FROM THE MENU.

3. CLICK THE FORMAT TAB AND MAKE THE DESIRED FORMATTING CHANGES.



Review

Lesson Summary

Formatting Fonts with the Formatting Toolbar

To Change Font Size: Select the control and select the pt. size from the Font Size list on the Formatting toolbar.

To Change Font Type: Select the control and select the font from the Font list on the Formatting toolbar.

To Format Text with Bold, Italics, or Underlining: Select the control and click the Bold, Italic, or Underline button on the Formatting toolbar.

Changing Text Alignment

To Change Text Alignment: Select the control and click the Align Left, Center, or Align Right button.

Using AutoFormat

To Format a Form or Report with AutoFormat: Display the form or report you want to format in Design View, click the AutoFormat button on the Report Design toolbar, select one of the AutoFormats from the list, and click OK.

Changing Colors

To Change a Control's Colors: Select the control and click one of the following buttons on the Formatting toolbar:

- Fill/Back Color
- Font/Fore Color
- Line/Border Color

Applying Special Effects

To Apply a Special Effect to a Control: Select the control, click the Special Effect button list arrow, and select the desired special effect.

Using the Format Painter

To Copy Formatting with the Format Painter: Select the control with the formatting options you want to copy, click the Format Painter button on the toolbar, and select the control where you want to apply the copied formatting.

To Copy Selected Formatting to Several Locations: Select the control with the formatting options you want to copy, double-click the Format Painter button, select the controls where you want to apply the copied formatting. Click the Format Painter button when you're finished.

Adding Pictures and Lines

To Insert a Graphic: Click the Image button on the Toolbox, move the image pointer onto the form or report, then click and drag to draw a rectangle placeholder for the graphic. Select the graphic file you want to insert and click OK.

To Draw a Line: Click the Line button on the Toolbox, move the line pointer onto the form or report, then click and drag to draw the line. Hold down the Shift key as you drag to draw a straight line.

Aligning Controls with One Another

To Select Multiple Controls: Do any of the following:

- Press and hold down the Shift key as you click each object that you want to select.
- Use the arrow pointer to draw a box around the objects that you want to select.
- If the controls are aligned along a horizontal or vertical line, click the horizontal or vertical ruler above or to the left of the controls.

To Align Objects with Each Other: Follow the above steps to select the objects you want to align, then select Format → Align and select an alignment option from the menu.

Changing a Control's Formatting Properties

To Format a Control Using the Properties Dialog Box: Display the form in Design View, select the control and click the Properties button on the toolbar, click the Format tab and make the desired formatting changes.

Quiz

1. Fonts are measured in points. The larger the number of points, the smaller the size of the font. (True or False?)
2. You select a control and then click the Align Left button on the Formatting toolbar. What happens?
 - A. The control is aligned to the left side of the form or report.
 - B. Nothing - the alignment buttons on the Formatting toolbar are used to determine the position of the form or report on the screen.
 - C. The text inside the control is aligned to the left side of the control.

- D. Nothing - you must also select the control that you want to use to align the selected control with.
3. AutoFormat automatically applies formatting options as you type. (True or False?)
4. The Fill/Back Color button on the Formatting toolbar applies color to:
- A. The text in the selected control.
 - B. The background of the selected control.
 - C. The border of the selected control.
 - D. All aspects of the control.
5. What does the Special Effect button on the Formatting toolbar do?
- A. It applies a 3-D effect to a selected control.
 - B. It lets you select a transitional effect for how a form opens and closes.
 - C. It lets you add animation to your forms and reports to make them more entertaining and amusing.
 - D. None of the above.
6. Which of the following are reasons why you might want to format a control using the Properties dialog box instead of the Formatting toolbar? (Select all that apply.)
- A. You want to show off your Microsoft Access expertise to do things the hard way.
 - B. The Properties dialog box offers every formatting option available for the controlsomething the Formatting toolbar doesn't have.
 - C. The Properties dialog box gives you greater control over how a control is formatted.
 - D. You can change the language used in a control using the Properties dialog box. For example, you could select Spanish or French instead of English.
7. You want to insert a graphic of your company's logo on a report. How can you do this? (Select all that apply.)
- A. You can'tMicrosoft Access won't let you insert graphic files.
 - B. Click the Image button on the Toolbox and drag on the report to draw a placeholder for the graphic.
 - C. Select Insert →Picture from the menu.
 - D. Select Tools →Insert Picture from the menu.
8. How can you align several controls with each other?

- A. Select the controls by holding down the Shift key as you click each object, then select Format →Align and select an alignment option from the menu.
- B. Select the controls by holding down the Ctrl key as you click each object, then select Format →Align and select an alignment option from the menu.
- C. Select the controls by holding down the Ctrl key as you click each object, then click the appropriate alignment button on the Drawing toolbar.
- D. Select the controls by holding down the Shift key as you click each object, then click the appropriate alignment button on the Drawing toolbar.

Homework

1. Start Microsoft Access, open the Homework database, and open the Test Answers form in Design View.
2. Use AutoFormat to apply the International preset formatting style to the Test Answers form.
3. Change the back color of the Grade text box field to light yellow.
4. Change the font size of the Grade field to 10 pt.
5. Use the Format Painter tool to copy the formatting from the Grade field and apply it to the two remaining fields on the Test Answers form.
6. Resize the controls as necessary to make room for the new font size.
7. Save the changes to the form.
8. Close the Homework database, and exit Microsoft Access.

Quiz Answers

1. False. It's true that fonts are measured in points; however, the larger the number of points, the larger the size of the font.
2. C. The text inside the control is aligned to the left side of the control.
3. False. AutoFormat lets you quickly format a form or report using a set of predefined formatting options.
4. B. The Fill/Back Color button on the Formatting toolbar applies color to the background of a selected control.
5. A. The Special Effect button applies a 3-D effect to a selected control.
6. B and C. The Properties dialog box gives you more control and options over how a control is formatted.

7. B and C. To insert a picture on a form or report, click the Image button on the Toolbox, and drag on the report to draw a placeholder for the graphic, or select Insert → Picture from the menu.
8. A. To align several controls with each other, select the controls by holding down the Shift key as you click each object, then select Format → Align and select an alignment option from the menu.